

## POLICE OFFICER

**POSITION SUMMARY:** This is a sworn position that performs responsible law enforcement and patrol work to maintain order in an assigned district. Police officers work to preserve and defend the constitutional rights of community members; they enforce criminal statutes and ordinances, investigate complaints, and initiate appropriate action. This position prevents and responds to crime and disorder, regulates traffic, and protects life and property. Work is performed in accordance with established policies and procedures. This position is responsible to build and maintain relationships between community members and the Department of Public Safety and City of Wyoming. Police officers provide assistance at the scene of accidents and other emergencies; and perform related work as required.

**SUPERVISION RECEIVED:** Work is performed under the direct supervision of a designated supervisor.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Patrols assigned patrol district while observing traffic for violations of traffic laws and ordinances, assists stranded motorists, checks for wanted vehicles, and/or studies traffic patterns. Uses radar equipment and visual observation to determine violations, issue citations or warnings, and make arrests as appropriate.
2. Responds to a variety of calls for service such as burglaries, robberies, domestic disputes, assaults, other criminal complaints, and accidents. Intervenes, when appropriate. Assists complainants and, if necessary, initiates an investigation by interviewing victims, witnesses, and suspects, as well as gathering and preserving evidence.
3. Prepares reports in a clear, concise, and logical sequence, establishing the elements and details of the crime or accident investigated.
4. Enforces criminal statutes and ordinances. Applies appropriate law enforcement action to violations or suspected violations of local, state, and federal regulations. Arrests individuals wanted on warrants or based on probable cause. May be required to use legal and reasonable force when dealing with violent, resistive, or combative individuals.
5. Responds to accident scenes; renders first aid as needed; routes traffic. Investigates causes of accidents and determines fault. May be required to assist with removal of debris from the crash scene.
6. Accurately and responsibly operates firearms, electronic control devices, and other subject control devices and uses radios, cameras, computers, and other equipment as required.
7. Conducts proactive patrols including foot patrol, citizen contacts, and surveillance to monitor for illegal or suspicious activity.
8. Follows up on preliminary investigation of complaints and assists with major or complex cases.

9. Maintains positive working relationships with staff, other law enforcement agencies, and supporting state and private agencies.
10. Interacts with school staff, business owners, the general public, and others to build relationships, address issues, answer questions, provide information, and represent the City and the Department of Public Safety, reflecting the mission and core values of both.
11. Appears in court to testify on investigated cases, citations issued, or arrests made. Arraign arrested persons in court, as necessary.
12. Checks business establishments after normal hours to assure proper security.
13. Assists in controlling large crowds and in quelling civil disturbances by directing traffic, guarding crowd boundaries, monitoring and observing crowd for illegal activity, preventing and/or intervening in fights, maintaining order, and removing and taking necessary action to protect those present.
14. Guards and transfers prisoners and assumes responsibility for their safety and personal property while in custody. Works cooperatively with Kent County Correctional Facility to follow established processes and procedures for lodging arrested subjects.
15. Serves subpoenas, warrants, and other legal documents.
16. Attends training and professional development classes or sessions as required to keep abreast of current trends and best practices within the field of law enforcement work.
17. May serve in temporary or special assignments or complete other projects as directed or approved by the Director of Public Safety.
18. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate degree in criminal justice, public administration, or a related field. An entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree to advance to the top of the pay range. The degree requirement must be attained to advance to the top step of the pay range.
- B. Obtain and maintain police officer certification from Michigan Commission on Law Enforcement Standards.
- C. Obtain and maintain LEIN certification.
- D. Maintain First Aid and CPR certifications.
- E. Valid Michigan motor vehicle operator permit.
- F. Knowledge of and ability to learn and remember new law enforcement techniques and best

practices.

- G. Reasonable knowledge of local, state, and federal laws, regulations, relevant case law, and ordinances.
- H. Ability to use de-escalation techniques with violent, resistive, or combative suspects, make proper physical arrests, and use force when reasonable and necessary.
- I. Ability to train and qualify in handgun and rifle use according to departmental specifications.
- J. Demonstrates ability to write and prepare accurate investigation and follow up reports.
- K. Demonstrates ability to exercise independent judgment and discretion to handle sensitive matters.
- L. Demonstrates ability to understand and follow oral and written instructions and carry out routine and complex tasks.
- M. Has established effective working relationships and uses tact, good judgment, and resourcefulness when working with staff, volunteers, other governmental agencies, and the public. Has the ability to interact with others in a positive manner.
- N. Demonstrates ability to use initiative and independent judgment to set priorities and meet deadlines within established policy guidelines.
- O. Able to communicate effectively verbally and in writing in varied situations.
- P. Ability to operate a computer and all technology, software, and equipment required of the job.
- Q. Ability to safely operate assigned police vehicles in routine and emergency situations.
- R. Reasonable knowledge of and ability to learn and remember the geography, streets, and important locations in the City.
- S. Ability to react calmly and quickly in emergency situations.
- T. Possess good powers of observation, excellent organizational skills, and an ability to problem solve.
- U. Reasonable knowledge of the problems and principles involved in working with juveniles.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear and to communicate with others. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are frequent requirements. The employee must be

able to sit and drive for long periods of time. While performing the duties of this job, running, jumping, climbing, kneeling, crouching, and crawling are occasionally required.

While performing the duties of this job, the employee regularly works both in the field and in an office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. The employee may be exposed to severely hazardous conditions, fumes and smoke, hazardous chemicals, bodily fluids, violent assaults, lethal force, and emotionally charged situations. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear, including respirators. The employee may be exposed to graphic scenes, uncontrollable environments, and circumstances which may include working in all types of weather. The employee is required to drive in inclement weather.

The employee is required to take a physical examination in accordance with MCOLES standards and report to the Director of Public Safety any physical conditions that may interfere with the performance of his or her duties as a police officer.

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